



Now Hiring for a School Administrator (Head of School)!

Overland Christian Schools
7401 Metcalf Ave.
Overland Park, Kansas
www.overlandchristian.org

Overland Christian Schools is seeking a motivated and visionary individual to provide leadership for a growing PreK-12 school in the Kansas City area! Interested applicants should review the job description below and submit the requested materials to Chad Pollard at president@kansaschristian.edu. Applications are due by March 30.

1. Cover Letter stating interest.
2. Current resume/CV
3. Completed [employment application](#)

Position: School Administrator (Head of School)
Classification: Full-Time, 52-week
Supervisor: Kansas Christian College President
Supervises: All OCS teachers/staff

Basic Function: The school administrator is the chief executive of the school and, in partnership with the school board, is responsible for the success of the school. The administrator provides spiritual, educational, and administrative leadership to the school. It is this person's responsibility to inspire, lead, and direct all phases of the school's operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the school board. It shall be the administrator's responsibility to understand the function, responsibility, and the authority of this office as provided for in the laws of the state of Kansas, policies of the KCCBS Board of Trustees, and the administrative procedures of the school.

Responsibilities:

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Have a thorough knowledge and understanding of the Christian philosophy of education that will enable him or her to provide leadership and guidance in the school's development of and commitment to a Christian worldview.
- Provide the school environment with appropriate rules, safety, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, safely and productively.
- Maintain the school so that it meets or exceeds all state and federal employment laws and regulations that apply to religious schools and their employees.
- Serve as liaison between the school board and personnel, working toward a high degree of understanding and respect between staff and board.
- Establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel.

- Possess an awareness and understanding of basic business and financial concepts, and be able to use these concepts to meet the needs of the school.
- Provide oversight for development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Understand the mission and vision of the academy and represent it in a positive and professional manner.
- Commit to inclusivity and support the diverse population of students.

Qualifications:

- Bachelor's degree (Required); Graduate degree (Preferred)
- Service oriented disposition and strong work ethic
- Enthusiastic visionary, an encourager, and a self-starter with a high energy level
- Substantial managerial experience and strong organizational skills, preferably in an educational setting
- Good interpersonal and communication skills
- Sensitivity toward staff, parents, and students, and an ability to interact effectively
- Strong church background
- Mature Christian with a life guided by biblical principles and committed to Wesleyan/Arminian theological position